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**Study Period Work Guidelines for Teachers Responsible for an HSC Course**

Students studying a WAP HSC course must make a genuine attempt to complete course requirements. It is a matter for the teacher’s professional judgement to determine whether a student has made a genuine attempt to complete these requirements.

WAP teachers are encouraged to set weekly homework tasks of which they can assess and provide feedback to their students on a regular basis. For distance students, these tasks would need to be shared via email, fax or other appropriate arrangement. Such tasks must be genuinely attempted by the student and submitted on time to complete course requirements.

If a student fails to genuinely attempt such tasks it may result in a warning letter being issued and ultimately an N-Determination.

**General Study Period Work Guidelines**

1. Set a maximum of 8 tasks per term (Suggested: 1 per week excluding the first and last weeks of the term).

2. Teachers may or may not choose to set a study period task during an assessment period which may result in fewer than 8 tasks per term.

3. If a student fails to submit 2 or more of the tasks each term without a reasonable excuse, a warning letter should be issued outlining what the student needs to complete to meet minimal requirements. From this point the same protocols for failure to submit an assessment task should be followed.

***For example:*** *If a student completes the first 3 study period tasks and then fails to complete the next 2, a warning letter should be issued outlining the tasks required to complete in order for the student to meet minimal course requirements.*

4. Keep in mind the main objective of this activity is to regularly assess and provide feedback to your students. The tasks do not have to be large; they may be one question or problem and may only take a few minutes to complete.

5. Be creative and innovative with the tasks you set and the feedback you provide. Study period tasks may or may not be included in your assessment program.